COMPUTER BASICS · TOPIC 11

Apply & Get the Interview

Step-by-step job guide

LONG VIDEO

@MyWebUniversity





COMPUTER BASICS · TOPIC 11

How to Apply for a Job and Get the Interview

IN THIS VIDEO

1. YOUR CV
2. YOUR ONLINE PROFILE
3. HOW TO APPLY
4. GET THE INTERVIEW

PART 1 · YOUR CV



Your CV gets you the interview

Make it strong and simple

A Strong CV Has



Contact info — Name, email, phone, city



Short summary — 2–3 lines about you



Skills — Tools and languages you know



Projects & experience — What you built or did



Education — Degrees, courses, certificates

Keep It Clean



1–2 pages, clear headings, no spelling mistakes.
Always send it as a PDF.



REMEMBER

Short, clear, and true

NEXT PART

Build your online profile

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PART 2 · YOUR ONLINE PROFILE



Recruiters search for you online

Be easy to find

A Strong LinkedIn Profile

Professional photo	Clear face, simple background
Headline	Your skills — e.g., IT Support | Python
About section	Your story in a few lines
Projects link	GitHub or portfolio website
Connections	Connect with people in your field



REMEMBER

Your profile works for you 24/7

NEXT PART

How to apply the right way

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PART 3 · HOW TO APPLY



Apply smarter, not just more

A simple process

How to Apply



STEP 1

Find the job

Job boards and company sites

STEP 2

Read requirements

Note the key skills they ask for

STEP 3

Tailor your CV

Match your CV to the job

STEP 4

Apply and track

Keep a list of every application

Tips



Follow instructions — Send exactly what they ask for



Short cover letter — Why you, why this job



Follow up — A polite email after about a week



REMEMBER

Tailored applications get replies

NEXT PART

How to get the interview call

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PART 4 · GET THE INTERVIEW



How to get the call

Stand out from the crowd

Get Noticed



Referrals — Ask people you know



Message recruiters — Short, polite, and specific



Use keywords — Use words from the job post



Show your work — Link your projects

Watch Out for Scams



Real employers never ask you to pay for a job. Never send money or your passwords.

REMEMBER

Be visible, be honest, be ready



NEXT TOPIC

Topic 12: Pass the interview

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